



**REQUEST FOR AUTHORIZATION (RFA) CHECKLIST
UNDER MUNICIPAL STORMWATER GENERAL PERMITS**
Category R9 - Tier A Municipal Stormwater General Permit
Category R10 - Tier B Municipal Stormwater General Permit
Category R11 - Public Complex Stormwater General Permit
Category R12 - Highway Agency Stormwater General Permit

TO HELP US PROCESS YOUR RFA MORE EFFICIENTLY, PLEASE PROVIDE ALL ITEMS LISTED BELOW.

This checklist is provided to you as guidance for completing a Request for Authorization (RFA) under:

- NJPDES permit NJ0141852 (Tier A Municipal Stormwater General Permit);
- NJPDES permit NJ0141861 (Tier B Municipal Stormwater General Permit);
- NJPDES permit NJ0141879 (Public Complex Stormwater General Permit);
- NJPDES permit NJ0141887 (Highway Agency Stormwater General Permit)

Should you have any questions, please contact the Bureau of Nonpoint Pollution Control at (609) 633-7021. Please read all instructions and answer all questions when filling out the following RFA forms. If an item is not applicable, enter "N/A" or a similarly appropriate response.

- ☐ **APPROPRIATE RFA FORM** (Each municipal stormwater general permit has its own RFA form) Instructions are provided with the form.
- ☐ **USGS TOPOGRAPHICAL MAP (Public Complex only)** The map should be an 8.5" x 11" copy of a portion of the US Geological Survey topographic map, 7.5 minute quadrangle series. The Public Complex must have its boundaries marked distinctly on the map. Also, the name of the specific quadrangle(s) must be indicated on the face of the map.
- ☐ **HIGHWAY AGENCY INVENTORY (Highway Agency only)** A Highway Agency *must* provide a list of the locations of any maintenance facilities, service stations, or rest stops on property owned or operated by the Highway Agency.
- ☐ **HIGHWAY AGENCY MAP (Highway Agency only)** If a Highway Agency is submitting an RFA for a smaller region then a map must be included identifying that region.

COMPLETE AND SUBMIT THE ORIGINAL RFA FORM TO:

New Jersey Department of Environmental Protection

Division of Water Quality

Bureau of Permit Management

Attn: Administrative Review Unit

P.O. Box 029

Trenton, New Jersey 08625-0029

**NEW JERSEY DEPARTMENT OF
ENVIRONMENTAL PROTECTION
DIVISION OF WATER QUALITY**

**NEW JERSEY POLLUTANT DISCHARGE ELIMINATION SYSTEM
REQUEST FOR AUTHORIZATION**

**Highway Agency Stormwater General Permit
NJ0141887**

Refer to Instructions and the appropriate Completeness Checklist and provide all applicable information. Please Print or Type. (Attach additional sheets if necessary)

1. Highway Agency Information

Name of Highway Agency _____

Mailing Address (main) _____

City or Town _____ State _____ Zip Code _____

2. Name and/or Title of Stormwater Program Coordinator _____

Mailing Address (if different from above) _____

City or Town _____ State _____ Zip Code _____

Telephone() _____ FAX() _____ E-Mail _____

3. Highway Agency Inventory (maintenance yards, rest stops, and service areas)

The Highway Agency *must* include a list of any maintenance facilities, rest stops, or service areas owned and operated by the Highway Agency.

4. Highway Agency Region (if applicable)

If the Highway Agency is submitting RFAs for a separate region(s) include the following:

Name of Highway Agency Region _____

Mailing Address _____

City or Town _____ State _____ Zip Code _____

5. Highway Agency Status (circle one) Federal State County Interstate Other

6. Other NJPDES Stormwater Permits Held by Highway Agency

**Discharge Activity (Category)
Codes**

Permit Number

Expiration Date

7. RFA Certification

I certify under penalty of law that this Request for Authorization and all attached documents were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. As far as I know, the Highway Agency submitting this RFA may be eligible for authorization under Part I, Section A.2 of the permit.

I certify that I am aware that the Highway Agency Stormwater General Permit requires that the Highway Agency develop, implement, and enforce a stormwater program I acknowledge that this stormwater program must include the implementation of Best Management Practices (BMPs), measurable goals and implementation schedules as specified in the Statewide Basic Requirements (SBRs) that are listed in the permit.

I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for purposely, knowingly, recklessly, or negligently submitting false information.

Signature for Applicant _____ **Date** _____

Print or Type Name _____

Print or Type Title _____

INSTRUCTIONS FOR COMPLETING FORM RFA - Highway Agency

Use this form for any Request for Authorization (RFA) under this NJPDES stormwater general permit. This form is not to be used for administrative updates or revocation. Forms are available through the Bureau of Permit Management at (609) 984-4428 or at www.state.nj.us/dep/dwq/forms.htm.

1. Highway Agency Information

- Provide the name, as it is legally referred to, of your Highway Agency.
- Provide the mailing address, telephone number, FAX number and E-Mail address for the Highway Agency.

2. Name and/or Title of Stormwater Program Coordinator

- Provide the name and/or title, mailing address, city or town, State and zip code of the Stormwater Program Coordinator.
- Provide Telephone, FAX numbers and E-mail address of Stormwater Program Coordinator.
- The Stormwater Program Coordinator of the Highway Agency is the person who will submit any reports or certifications required by this permit and to whom the Department shall send all correspondence concerning this permit. The same Stormwater Program Coordinator may be identified for multiple smaller regions.

3. Highway Agency Inventory

- Provide a list of the locations of any maintenance facilities, rest stops, or service areas owned or operated by the Highway Agency.

4. Highway Agency Region (if applicable)

- If the Highway Agency is dividing their system into smaller regions and is submitting an RFA for a smaller region, include the name of the Highway Agency Region, mailing address, city or town, State and zip code, and a map of the Highway Agency showing the boundaries of the smaller region(s).

5. Highway Agency Status

- Circle one.

6. Other NJPDES Stormwater Permits Held by Highway Agency

- If the Highway Agency has other NJPDES Stormwater Permits, list them in the space provided. This information is for NJPDES stormwater permits issued to the Highway Agency.

WHO MUST SIGN?

Either a principal executive officer or a ranking elected official; or duly authorized representative.

A principal executive officer or ranking elected official of the Highway Agency may assign his or her signatory authority for this Certification to a duly authorized representative, which is a named individual or a title of a position having overall responsibility for the facility operation or the Highway Agencies environmental matters, by submitting a letter to the Bureau of Permit Management stating said authority and naming the individual or position.